



September 28, 2004

OKLAHOMA BULLETIN NO. OK260-4-5**SUBJECT: INF – National Earth Team Awards Nominations for FY2004**Purpose: To inform employees of nominations for National Earth Team Awards for FY04Expiration Date: September 30, 2005**Action Required By: October 28, 2004**

It is time to submit nominations for those individuals and groups who deserve recognition for work on the Earth Team program in Oklahoma. The National Earth Team Awards provide us with an avenue to recognize volunteers, NRCS employees, and partners. Nominations are due at the State Office no later than **COB on October 28, 2004**. Below is a listing of the National Earth Team Award Categories and required forms:

Individual Volunteer Award	NRCS-PER-29
Group Volunteer Award	NRCS-PER-29
NRCS Employee Award	NRCS-PER-22
RC&D/NRCS Earth Team Award	NRCS-PER-33
Earth Team – Chief's Field Award	NRCS-PER-34
National NACD/NRCS Earth Team Award	NRCS-PER-23
Volunteer Service Award – Chief's Cup	NRCS-PER-20

These forms can be found electronically on the national NRCS website on the Earth Team link at: <http://www.nrcs.usda.gov/feature/volunteers/emp/forms/>. The forms are fillable and you can print them off once completed. You will not be able to save them or email them electronically. Please note all nominations can be 1½ pages typed. The FY2004 awards will be based on the six previous regional boundaries instead of the three new regions. There will be changes to the awards system in FY05, with procedures posted by the end of December. Attached are the following documents to assist you:

- Award descriptions
- Scoring sheet utilized by judges

Information on the awards can be found in the GM, Section PER-360, Part 428, along with copies of the forms. A panel of six judges will be selected from outside of the agency to review and select all winners. Each state can send in one nomination for **each category**, and Oklahoma plans to nominate one from each category. We have a very strong program and should be recognized for this achievement. These nominations will be reviewed, compiled, then forwarded for national competition. Last year we won the Chief's field award and it includes a monetary award of \$2,000.00. (One other award involves a cash award and that is NRCS Employees Regional ET Award.) Please send nominations to the *State Office - Attention: Becka Redding*.

M. DARREL DOMINICK
State Conservationist

Attachments

Dist: AE

The Natural Resources Conservation Service provides leadership in a partnership effort to help people conserve, maintain, and improve our natural resources and environment.

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DESCRIPTION OF NATIONAL EARTH TEAM AWARDS

VOLUNTEER AWARDS:

Individual Volunteer Award

This award will recognize one outstanding volunteer from each region who helped accomplish the mission of the USDA-NRCS. Each regional winner will receive an award from the Chief.

Form NRCS-PER-29 will be completed and submitted to the national volunteer coordinator no later than October 31st. The nomination form consists of a written narrative not to exceed 1-1/2 pages that explains the accomplishments of the nominee and how nominee's volunteer work helped accomplish the mission of the Natural Resources Conservation Service.

Group Volunteer Award

This award will recognize one outstanding volunteer group from each region who helped accomplish the mission of the USDA-NRCS. Each regional winner will receive an award from the Chief.

Form NRCS-PER-29 will be completed and submitted to the national volunteer coordinator no later than October 31st. Nomination form consists of a written narrative not to exceed 1-1/2 pages that explains the accomplishments of the volunteer group and how their work helped accomplish the mission of the Natural Resources Conservation Service.

NRCS EMPLOYEE AWARDS

National NACD/NRCS Earth Team Award

This award is presented to the most effective Earth Team in a conservation district that demonstrates shared leadership among district officials, NRCS employees and Earth Team Volunteers (one national winner). An award for the district and a certificate of appreciation for NRCS, district officials and selected Earth Team volunteers will be presented at the NACD annual meeting.

Form NRCS-PER-23 will be completed and submitted to the national volunteer coordinator no later than October 31st.

National Volunteer Service Award - Chief's Cup

This award is presented to the state that most creatively uses volunteers to meet the mission of NRCS (one national winner). The regional conservationist or the Chief will present a plaque for the state office.

Form NRCS-PER-20 will be completed and submitted to the national volunteer coordinator no later than October 31st. Nomination form consists of a written narrative not to exceed 1-1/2 pages. This award is not based on numbers. It will only recognize creative volunteer management within the state.

DESCRIPTION OF NATIONAL EARTH TEAM AWARDS CONTINUED PAGE 2**NRCS EMPLOYEE AWARDS CONTINUED:****Chief's Field Award**

This award will recognize one office located at the field level in each region. Nominees will describe how the office utilized volunteer resources and explain the accomplishments of the office due to the assistance of volunteers.

The winning offices will receive a cash award from the Chief and a plaque. Nominations are to be submitted to the national volunteer coordinator no later than October 31st, on interim form NRCS-PER-34. Nomination form consists of a written narrative not to exceed 1-1/2 pages. This award is not based on numbers.

RC&D/NRCS EARTH TEAM AWARD

This award will recognize one RC&D council in each region and one national winner. The award is presented to the most effective Earth Team that demonstrates shared leadership among RC&D council members, NRCS employees and Earth Team Volunteers. An award for the council and a certificate of appreciation for NRCS, RC&D officials and selected Earth Team volunteers will be presented at the RC&D regional and national meetings.

Interim Form NRCS-PER-33 will be completed and submitted to the national volunteer coordinator no later than October 31st.

NRCS EMPLOYEES REGIONAL EARTH TEAM AWARD

This award will recognize one NRCS employee in each of the regions who are successful at identifying volunteer jobs and volunteer recruitment, and maintained a quality volunteer experience for all Earth Team members. Each regional winner will receive an award from the Chief and a cash award.

Form NRCS-PER-22 will be completed and submitted to the national volunteer coordinator no later than October 31st.

ONLY ONE NOMINATION PER STATE, PER CATEGORY SHOULD BE FORWARDED TO THE NATIONAL EARTH TEAM OFFICE.

EARTH TEAM AWARDS SCORE SHEET

STATE: _____

AWARD: _____

1. Improved acceptance and effectiveness of volunteer program
(5 Points Possible) _____
2. Creative, successful volunteer recruitment
(5 Points Possible) _____
3. Positive experience for volunteer and employees
(5 Points Possible) _____
4. Accomplishments of nominee(s)
(5 Points Possible) _____
5. Creativity in identifying volunteer jobs, opportunities, needs
(5 Points Possible) _____
6. Assisted in furthering National Resources Conservation Service
and Earth Team Mission. (5 Points Possible) _____
7. Creativity in recognition of volunteers and employees
(5 Points Possible) _____
8. Assisted the district in meeting local needs.
(5 Points Possible) _____

TOTAL POINTS

** Items one through six will be utilized when judging the:

Earth Team Group Volunteer Award	RC&D/NRCS Award
Earth Team Individual Volunteer Award	Chief's Field Award
(30 Points Possible)	

*** Items one through seven will be utilized when judging the:

NRCS Employee Award	
Chief's Cup	
(35 Points Possible)	

**** Items one through eight will be utilized when judging the NACD/NRCS Earth
Team Award
(40 Points Possible)